



Parent Handbook
After School for Kids
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GOAL: The goal of the After School for Kids Program is to provide safe, nurturing recreational programs where children can have fun and learn through age-appropriate activities that foster physical, social, emotional and cognitive development.

ACTIVITIES: Daily activities at all After School for Kids Programs include gym or playground time, snack time, quiet time for homework or other quiet activities, and group or self-directed activities. A daily schedule is posted at each program. An example of the daily schedule is:

2:20pm School is dismissed and participants go to the cafeteria
2:20pm Roll-call and Check-In, Quiet Activities
2:35pm Restroom Break
2:45pm Active Time (Gym or Playground)
3:35pm Restroom to wash hands
3:45pm Snack
4:00pm Restroom to wash hands
4:15pm Homework or Quiet Activities
5:15pm Group Activities, Enrichment Activities
(This is flexible based on Homework needs and facility schedule)

****This schedule may vary at each site based on homework needs, school use, enrollment and planned activities.**

ADMISSION & REGISTRATION: After School for Kids is designed especially for children, in grades K-5. The daily schedule includes time for homework, play, and individual or small group activities.

The general registration period for the next school year is March.

Children must register each year. Please submit a completed registration form, the non-refundable registration fee of \$25.00 per family, the first week's fee, and Health Form. A separate registration form is required for each child. Incomplete registration will not be accepted.

AFTER SCHOOL FOR KIDS PROGRAM COMMUNICATION:

If you wish to leave a message about your child, please contact the After School Program Administrative office at 857-5035, 5036, or 5037, and we will be glad to contact the site by cell phone in a timely manner, or you can call the site cell phone directly to leave a message. Staff can retrieve messages after 1:45 pm. **New for Fall 2012:** each ASK site will have an email account so messages can be sent via email. Cell phone numbers and email addresses will be given to parents on the first day of school or the first day your child starts ASK.

ATTENDANCE: Staff is responsible for all children from the end of the school day until they are picked up from the After School for Kids program. If your child will not be attending After School for Kids on a particular day, it is **imperative** that the After School for Kids Office or ASK site be notified by 12 noon.

If your child is involved in after school activities and will be arriving at After School for Kids late, or will be leaving After School for Kids temporarily during the afternoon for an in-school activity, please complete an *In-School Activity Permission Form*, available from your site staff.

ASK parents have busy schedules, but at 2:20 PM when ASK participants are not present, and ASK has not been contacted, the ASK staff has to go into Emergency Search Mode. Staff must go to the school office to be sure participants did not get on the bus by mistake, or get picked up as a car rider. Then, phone calls must be made to parents. If parents do not answer, staff must make calls to the Emergency Contact List. All of these procedures can be time consuming, and that is only for ONE PARTICIPANT! Imagine if this happens with five participants. Our job is to supervise the children, and if one of our staff is making phone calls or running around the school trying to locate children, that

is one less set of eyes for supervising children. The first time a parent forgets to let the ASK staff know a child is at an In-School Activity or will not be attending ASK, that is free. The next time this occurs, there will be a fee of \$10.00 attached to the cost of the weekly payment.***

BEHAVIOR: Staff provides a positive and authoritative approach to guiding behavior. Using age-appropriate limits and choices, children are encouraged to take responsibility for their role in the classroom community. Staff communicates with parents regularly, discussing their child's successes in the program. Staff also keeps parents informed, both verbally and in writing, of how their child's needs are being met in After School for Kids. **Parents may be contacted to pick up their child in the event of aggressive behavior toward another child or staff member OR other inappropriate actions.**

In the event disciplinary action is necessary in addressing a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include time-out, taking away privileges (such as participation in a special program or activity), parent conference, and possible suspension, or under serious circumstances, removal from the After School for Kids Program. **Physical abuse to another child or to a staff member will result in suspension or dismissal. Biting or spitting may bring automatic dismissal.** ASK has a no tolerance policy for bullying; suspension or dismissal may occur. NO corporal punishment of any kind will be used in the After School for Kids Program. Administrative staff reserves the right to suspend or dismiss at any time, depending on the severity of the situation or behavior that has occurred.

DISABILITIES/SPECIAL NEEDS: Roanoke County Parks, Recreation and Tourism does not discriminate against persons with disabilities or special needs. Every effort is made to make reasonable accommodations to meet special needs, in accordance with the Americans with Disabilities Act. The Recreation Department's Therapeutic Recreation Services staff will provide After School for Kids staff with training and guidance necessary to support your child have a positive experience in After School for Kids.

EMERGENCIES PROCEDURES: Procedures will include calling 911; contact a parent/guardian or an emergency contact if the parent/guardian can not be reached. If a child (ren) needs emergency medical transportation, a staff member will make a parent/guardian aware and accompany the child to the medical facility.

MEDICATIONS: No medications are dispensed by After School for Kids staff or stored at the program site. *Use of inhalers or epi pens will be handled on a case-by-case basis due to severe allergies. Epi pens or inhalers must have the original prescription with the child's name, the name of the medication, the dosage amount, and the time or times to be given. The prescription must be in date.* A Medication Administration Form will be mailed to you and must be completed prior to your child starting the ASK Program.

FEES: A non-refundable registration fee of \$25.00 **per family** is due at registration **along with the fee for the first week of attendance in ASK.** *An administrative fee of \$10.00 per child will be charged each time a child withdraws and re-registers during the same school year.* Weekly fees for the 2012-13 After School for Kids program are based on the number of days your child is registered.

Parents may choose three or five days per week. Parents will be charged according to the registration plan selected, even if their child attends fewer days which also includes family vacations. The fees apply no matter how long a child stays at After School for Kids each day.

Payment is due each Thursday for the next week of service. If payment is not received, the child cannot attend the following Monday. Parents will be contacted to pick up the child immediately. We will accept payment for weeks in advance and credit to your account as well. Checks and money orders will be accepted at the ASK site, made payable to: Treasurer of Roanoke County.

\$50 5 day by Auto Draft 1st Child, 10% discount siblings
\$55 5 day by Check or Money Order, 10% discount for siblings
\$42 3 day by Auto Draft 1st child, 10% discount siblings
\$45 3day by check or Money Order, 10% discount for siblings

Inclement Weather Camp and Teacher Work Day Camp are separate programs that you must register for separately.

PAYMENTS BY AUTOMATIC DRAFT

You can use your VISA, MasterCard, Discover to make bi-weekly or monthly payments. **Payments are based on 180 days of service. There is no charge for holidays.**

Inclement Weather Camp and Teacher Work Day Camp are separate programs that you must register for separately.

Outstanding balances on your account must be paid in full or your child cannot attend the program. If your credit or debit card has to be re-run due to decline or insufficient funds, an administrative fee of \$15.00 will be added to your account. Multiple occurrences will result in your child's removal/dismissal from the ASK Program.

FEES FOR INCLEMENT WEATHER CAMP: The Inclement Weather Camp will be held at the Brambleton Center & Green Ridge Recreation Center and will be advertised in our Recreation Program brochure as general recreation programs.

Please keep receipts for tax records. The federal tax identification number and a statement of fees paid to ASK will be available to parents by January 31, 2013.

HOLIDAYS & CLOSINGS: Any time schools are scheduled to be closed for **holidays**, After School for Kids will **not** be held at each site. This policy is in accordance with School Board Policy and policy of the Parks, Recreation and Tourism Department. Additionally, if Roanoke County Schools close early due to inclement weather or impending inclement weather, After School for Kids Program is cancelled at the School site. *Please make sure your children are aware of what they need to do and where they are going for early closings for inclement weather.*

Youth Services will provide a Snow Day Camp program during inclement weather closings at: The Brambleton Center, 3738 Brambleton Avenue. Parents will need to provide transportation to and from the Brambleton Center. A Snow Day Camp will also be provided at the Green Ridge Recreation Center, 7415 Wood Haven Road, 777-6300.

PERSONAL BELONGINGS: Children will be given space on a table or other surface to store personal belongings (lunch boxes, book bags, jackets & coats) during the hours of After School for Kids. After School for Kids is not responsible for lost or stolen belongings. Electronic devices (Cell phones, games) may not be permitted.

PICK-UP & SIGN-OUT: If anyone other than those listed on the registration form will be picking up your child from the ASK program, contact the After School for Kids office at 857-5035, 5036, 5037 by noon so that on-site staff can be notified.

A photo ID may be required by After School for Kids staff at anytime for anyone picking up a child. All children must be picked up between 2:20pm and 6:00pm. All children must be picked up inside the site, signed out at the time they are picked up and escorted from the site by the person picking them up. After School for Kids ends at 6:00pm. Two After School for Kids staff remain at each site until all children are picked up. After the first 10 minutes that a parent is late, staff will begin trying to contact parents and/or other persons on the pick-up list. If your child has not been picked up by 7:00pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute “free” late pick-up during the 2012-13 school year. After this one “free” late pick-up has been used, parents will be charged \$1.00 per minute per child for each minute they are late. This late fee is due immediately when the child is picked up. Parents who have a total of 5 incidences of late pick-up (including the first “free” one) will be charged \$5.00 per minute or may be asked to make other after school care arrangements for their child.

REMOVAL FROM AFTER SCHOOL FOR KIDS: The Youth Services Manager may remove children from After School for Kids for the following reasons: physical abuse of other children or staff, chronic discipline problems (see “Behavior”) and failure to pay (see “Fees”). Parents wishing to remove their child from After School for Kids program must provide a written notice to the Youth Services Manager at the After School for Kids Administrative office, at least one week prior to their child’s last day in After School for Kids. Children will remain enrolled in After School for Kids program and parents may be charged until this written notice is received.

SCHOOL SPACE: Children in After School for Kids will be allowed to enter only those areas designated for use during After School for Kids (generally, this is limited to the gym, cafeteria and restrooms).

Children will not be permitted to return to their classrooms once they have arrived at After School for Kids. Children should be reminded to take everything they need from their classroom at the end of the school day.

SICKNESS: The After School for Kids staff will keep a first aid kit on hand at all times. Our staff are trained in first aid procedures. A child will not be allowed to participate in the ASK program with any of the following symptoms: fever of 100 degrees or higher, severe sore throat, vomiting, undiagnosed rash, diarrhea or lice. When a child is not feeling well, the parent/guardian or the emergency contact will be called. Please make arrangements to pick up your child(ren) within **30 minutes** of the phone call. Failure to do so will result in the child's dismissal from the program. If a child is absent because of an infectious disease, they may not return to the program without a note from their physician indicating the child's condition is no longer contagious.

SNACKS: Nutritious snacks including milk, juice, fruit and cereal are provided daily (menu is subject to change). No other snacks or soft drinks may be purchased at the site. Parents may send snacks with their child if they prefer that their child have something other than what is provided. **Due to the serious nature of food allergies, children are not permitted to share food brought from home.**

SUSPECTED CHILD ABUSE: Any cases of suspected child abuse will be reported to the Program Administrator, Roanoke County Department of Social Services and Child Protective Services immediately.

Please call the administrative office at 857-5035, 5036 OR 5037 with any questions you have concerning AFTER SCHOOL FOR KIDS. THANK YOU for your participation in Roanoke County Parks, Recreation and Tourism Department's After School for Kids Program.